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| **Position: Coordinator –**  **Volunteers, Students & Interns**  **(C-VSI)** **Term:**  **Fixed Term 1 Year – Dates TBC****Name: (VACANT)****Start Date: April 2021** (TBC)**Location:** Designated workplace -Melbourne Office  Allowed to work from a remote home office **Reports to: National Manager – Systemic Advocacy,**  **Insight & Research** **Subordinate**  Volunteers, Students, Interns & Contractors **Position/s:** (as required)  **Date approved: 12th March 2021****Hours of work:** 22.5 hours per week, 45 p/fortnight  Worked over Tuesday to Thursday |  |
| POSITION SUMMARYAFDO receives limited funding from the Federal Government to undertake its critical systemic advocacy and policy work (just over $27,000 per annum). The rest of AFDO funding comes from successfully undertaking project work which also supports the governance, systemic advocacy, policy, management and operations of the organisationConsidering the ongoing lack of resources, we identified that the only way to help sustain our vital work is to develop a volunteer program. This would seek skilled and experienced persons who wanted to add value to the work we do.In 2020 AFDO applied and was successful in having its project on developing a volunteers strategy framework undertaken by a mentored group of final year tertiary students across mixed fields of study from Swinburne University. This included a recruitment process, induction program and a rewards & recognition program.Reporting to the NM-SAIR, the Coordinator provides high-level support to ensure the development and implementation of the AFDO Volunteers, Students & Interns Strategy Framework (AVSISF) utilising the work undertaken by Swinburne University.The Coordinator will be responsible for liaising with all AFDO staff & expert advisers to ascertain and map out a database of suitable projects that can be assisted or undertaken by the AVSISF. The database will then be presented to the Senior Management Team, who, working with the Coordinator, will prioritise projects. Following this initial list, any new projects will undertake the same process.The Coordinator will commence a recruitment plan to engage suitable volunteers, students & interns into a pool for use on identified projects. The recruits will be able to register their interest in particular projects that are available. Relevant skills, experience and team fit, will be critical in the selection for any projects. The aim is that all recruits are engaged, respected and recognised in their role supporting the work of AFDO.Longer-term, the aim is to provide recruits for projects with AFDO member organisations or provide resources and support to implement a volunteer program successfully. |
| **Responsibilities:**1. **Program support & Reporting**
* Implement and further develop the AFDO Volunteers, Students & Interns Strategy Framework (AVSISF)
* Develop and maintain on an ongoing basis a database of suitable projects for the participants in the framework based on advice obtained from AFDO staff and AFDO Expert Advisers;
* Undertake a recruitment process to find and identify suitable participants for the identified projects;
* Match, skills, experience, participants preferences, and team fit for each project;
* Monitor and track the progress of participants and projects;
* Liaise with AFDO staff and AFDO Expert Advisers on specific projects progress;
* Implement and operate the AFDO recognition and rewards program engaging all participants;
* Manage incoming email correspondence and draft responses on behalf of relevant management when required or forward an email to the relevant person for attention/response;
* Drafting and preparing reports, presentations, letters, and other documents where necessary;
* Organise and participate in regular meetings by NM-SAIR and those with volunteers, students or interns;
* Maintain an up to date online centralised electronic filing system and database
* Manage the schedule of all AFDO AVSISF meetings;
* Organise meeting logistics such as venue and meeting supports, A.V. hire, Online access, etc.;
* Ensure that all accessibility issues are provided and addressed for any meeting attendees as required;
* Work with AFDO management to prepare and distribute high-quality meeting agendas and papers on time;
* Minute all meetings and manage all action lists, ensuring the relevant people are tasked accordingly and prompted when deadlines approach;
* Maintain and distribute information on AVSISF as required;
* Liaise with AFDO P&E and Communications Officer to ensure AFDO social media and websites are up to date with accurate AVSISF information, recruitment and project opportunities;
* Monitor and coordinate reporting on the AVSISF and project(s) outcomes as required;
1. **General**
* Supervise the workload and tasks (as required) of any volunteers, students, interns or consultants utilised for projects
* Other tasks as directed by management in keeping within the scope of this role
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| **Responsibilities and Key Decision Making in this Role:*** Diary/calendar management and prioritising meetings;
* Advise NM-SAIR on matching participants to specific projects;
* Advise NM-SAIR on nominees for rewards & recognition program;
* Promoting the program across social and media settings
* Checking incoming invoices for authorisation by NM-SAIR;
* Calling for agenda items and collecting reports for upcoming internal meetings;
* Making decisions concerning:
	+ travel and accommodation costs;
	+ meeting costs such as venue, catering, A.V. hire, interpreters, captioning etc.;
	+ stationary and external printing costs;
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| **Key Attributes*** This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010; you need to outline how you meet this requirement
* Three years experience in a similar role within or outside of the sector
* Demonstrated administrative and project management skills
* Excellent written and verbal communication skills
* High-level interpersonal skills
* Ability to manage tasks, set priorities, organise work and achieve objectives within timelines and budget
* Ability to work in a sensitive, complex and demanding environment
* Ability to work both independently and collaboratively within a team
* Good office admin knowledge, database management skills and general computer skills (Microsoft Outlook, Word, Excel, PowerPoint and internet).
* Relevant qualifications would be an advantage

**EMPLOYEES UNDERSTANDING & ACCEPTANCE:**

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| Authorised by |  Ross Joyce |  | Chief Executive Officer |
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| Accepted by | **Do not sign****Only required by the successful applicant**  |  |  |
|  |  |  | signature |
| Date |  |

**N.B.: Your signature on this position description signifies an understanding and acceptance that the content contained forms an integral part of your employment terms and conditions.** |